

The Burke Civic Ballet

Volunteer Sign-Up — Nutcracker 2015

Dear Parent,

In order to have a successful group effort and production, each family is required to volunteer in a minimum of 5 hours in the areas listed below. Your participation in pre-performance, during performance and post-performance activities would be most appreciated.

Volunteer's Name: _____

Cast Member's Name: _____

E-Mail Address: _____

Daytime Phone: _____ Evening Phone: _____

Questions about backstage: email the Backstage Managers, Lynn Schab & Janet Smith, at BCBnutcracker@gmail.com.

Please complete and return this form to the front desk by September 26th, 2015. Thank you!!!

Step One: Please place an "X" for the day(s) you are able to help.

<input type="checkbox"/> <u>Rehearsal</u>	Studio	Sat, Nov 7th	(1pm-7pm)
<input type="checkbox"/> <u>Rehearsal</u>	Studio	Sun, Nov 8th	(1pm-7pm)
<input type="checkbox"/> <u>Dress Rehearsal</u>	Theater	Sat, Nov 14th	(1pm-7pm)
<input type="checkbox"/> <u>Dress Rehearsal</u>	Theater	Sun, Nov 15th	(1pm-7pm)
<input type="checkbox"/> <u>Dress Rehearsal</u>	Theater	Mon, Nov 16th	(4pm-8pm Variations & MG)
<input type="checkbox"/> <u>Dress Rehearsal</u>	Theater	Tues, Nov 17th	(4pm-8pm)
<input type="checkbox"/> <u>Dress Rehearsal</u>	Theater	Wed, Nov 18th	(4pm-8pm)
<input type="checkbox"/> <u>Dress Rehearsal</u>	Theater	Thurs, Nov 19th	(4pm-8pm)
<input type="checkbox"/> <u>Dress Rehearsal</u>	Theater	Fri, Nov 20th	(4pm-8pm)
<input type="checkbox"/> <u>Performance (1)</u>	Theater	Sat, Nov 21st	(2pm)
<input type="checkbox"/> <u>Performance (2)</u>	Theater	Sat, Nov 21st	(6pm)
<input type="checkbox"/> <u>Performance (3)</u>	Theater	Sun, Nov 22nd	(2pm)
<input type="checkbox"/> <u>Performance (4)</u>	Theater	Sun, Nov 22nd	(6pm)

Step Two: Please place an "X" for the area(s) you would like to help.

Backstage Volunteers – Tasks include: Being in charge of a group of dancers backstage, helping with costume changes, taking groups to and from the stage area, collecting lost and found items, working the dressing rooms, and cleaning up assigned children's areas. These are vital and important jobs and your help is most greatly appreciated. We would like the same one or two volunteers for each job for ALL rehearsals/performance, if possible.

Chairs: Lynn Schab, Janet Smith, Tara Kelley, Leeann Yufanyi

Candy Grams – Preparing and delivering notes to the cast during the performance.

Chair: Lisa Carey

Fast Changes – Coordinating and completing fast changes for performers at performances.

Chair: Cathy McGirl

Raffle – Putting donated items out for raffle during performances.

Chairs: Liz Shaw

Refreshments – Providing refreshments and Nutcracker gift items during performances as a fundraiser. Includes purchasing, delivering, set-up, manning of booth and clean-up.

Chairs: April Sellers

_____ **Stage Crew** – Need additional help before and after performances. Before = transporting sets, drops, and special equipment. After = takedown and returning sets, drops and other items to proper places.

Chair: Mike Thompson

_____ **Security** – Monitoring dancer areas to ensure safety of cast and audience and releasing children to the parents at the close of the rehearsal or performance.

Chair: Amy Dutton

_____ **Ticket Sales** – Ticket sales and manning box office before performance. Ticket questions: bcbtickets@aol.com

Chair: Leeann Yufanyi

_____ **Ushers** – Need people to arrive early to hand out programs, deliver people to seats, help enforce proper audience conduct, and assist in emergencies.

Chair: Lori Niehoff

Additional Volunteering Opportunities

For the following opportunities, planning and preparation may occur beforehand.

_____ **Cast Party** – Date: Sunday, Nov 22nd (after 2pm show) – Providing a fun celebration event for cast members. Need volunteers to provide food, drink, and help out during the party.

Chairs: Melissa Hampshire, Mariah Gaffigan

_____ **Costumes** – Managing and controlling costumes; transporting from storage; helping with volunteers to complete the tasks of inventory, handing out, retrieval from cast, repairing, cleaning and returning to storage.

Chairs: Maureen Thompson, Christine Kania

_____ **Dance A Thon**– Date: Friday, Oct 9th (6-9pm) **All Nutcracker dancers** are required to take part in this fun and successful fundraiser. It is a great night of dancing and games with all members of the cast! Help is needed with setting up, collecting sponsor forms, and clean up.

Chair: Margaret Hayek

_____ **Fundraising (Corporate)** – Approaching corporate entities for sponsorship, coordinating execution, and follow up with thank you letters.

Chair: Alexandra Herrera

_____ **Lunch Party** – This “bring your own lunch” party will be after the 2pm performance on Saturday, November 21st at noon. Help will be needed with set up and with clean up.

Chair: Jennifer Koberg

_____ **Merchandise** – Helping with the design, distribution, and organization of the Nutcracker merchandise throughout the season and during various events.

Chair: Alexandra Herrera

_____ **Publicity** – Preparing publicity releases; placing ads; preparing and distributing fliers.

Chair: Alexandra Herrera

_____ **Seamstress** – Costume alterations.

Chairs: Maureen Thompson, Amy Roberts

_____ **Spooky Movie Night** – Date: Sunday, Oct 25th (3-6pm) A fun, relaxing fundraiser to hang out with the cast and watch a “spooky” Halloween movie. Volunteers will be needed for set up, collecting money and cleaning up.

Chair: Angel Fagan

Other Fundraisers – Creating fundraisers throughout the year such as Valentine crafts, restaurant nights, car magnets, water bottle sales, hair kits, headbands, key chains and accessories and shoe donations.

Chairs: Amy Dutton, Margaret Hayek, Angel Fagan, April Sellers, Liz Shaw, Shannon Watson and Family

Audition Check in Coordinator – Organizing the Nutcracker 2015 Audition Check in process.

Chair: Lynn Schab

Membership – Preparing letters of thanks, approaching people for sponsorship, and coordinating with accounting and programs to ensure proper credits.

Chair: Alexandra Herrera

Program Advertisements – Pirouette Gazettes and Business Ads – please contact buffadance@msn.com with advertisements to submit.

Chair: Melissa Hargett

Scrapbook – Compiling pictures, notes, drawings, etc. into The Nutcracker 2015 Scrapbook.

Chair: Jen Holub

Volunteer Coordinator – Collecting volunteer signup sheets from ALL participants, preparing lists of volunteers in each area, ensuring full participation and communication throughout entire time frame.

Chair: Alexandra Herrera